

Highly Qualified Option: Transcript Review Tutorial Grades 7–12

EFFECTIVE TEACHERS AND LEADERS UNIT

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Transcript Review Tutorial Objective

- ▶ Participants will understand the process used to review transcripts for specific content areas, through the guidelines, examples provided and the opportunities to practice the knowledge learned.

Transcript Review Guidelines

- ❖ It is important that when reviewing transcripts for specific 7–12 grade content areas should have the specific content area prefix to be counted.
- ❖ Only original transcripts can be utilized to count towards coursework. Do not accept transfer credits listed on another university or college transcript.
- ❖ Certification issues ‘approved areas’ in content areas (that do not have an AEPA exam) and this is a good indication of content competency but it is necessary to review transcripts for the 24 semester hours.
- ❖ *Content areas shall be listed on teaching certificate in order to be appropriately certified.
- ❖ Foreign transcripts cannot be accepted without the Foreign Credential Evaluation Agency’s official evaluation document listing the content area/program that is comparable to one in the United States.

Secondary content areas

Always review transcripts for 24 semester hours (100 level or above) in the specific content areas for highly qualified status, even if there is an approved area on secondary teaching certificate.

*Content coursework should have the specific content area prefix to be counted towards the 24 semester hours.

These are some prefix examples:

- English – ENG , EN, ENGL
- Mathematics – MA, MAT, MATH
- History – HIST, HI, HIS

*NOTE: BME/ESL/BLE/SEI /BLED coursework or endorsements cannot be counted for English or Spanish highly qualified status.

Secondary content areas

Effective 3/26/2013:



- You may count up to 4 semester hours of credit with a prefix outside the content area as long as the documentation provided clearly illustrates that the majority of the course content focused on the content area (ei. Course description)
- Some prefix examples are:
 - English – Composition (COMP), Linguistics (LING), or Literature (LIT);
 - Math – Statistics (STP); Engineering Analysis (ME)
 - Biology – Botany (BOT),
 - Plant Biology (PLB),
 - Microrganism (MIC).
- A course description will need to be supplied by the teacher to the LEA.
- LEA will need to be able to provide sufficient documentation and justification as to why that coursework was acceptable if monitored by the Arizona Department of Education.

Sample of a different prefix course description for Mathematics

- ▶ “ME 500a – Advanced Engineering Analysis (3–3): Vector calculus, linear algebra; ordinary differential equations, calculus of variations.
- ▶ Prereq. undergraduate mathematics equivalent to ME 301: II Complex variables, partial differential equations, eigen function expansions and transform methods. 4 credit hours”

"English" Practice

English – 24 semester hours A valid secondary certificate (except charter schools) with a major/minimum of 24 semester hours (100 level or above) in English.

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
EN	101	Freshman English I	3.0	A
BLED	405	Reading & BL Child	3.0	A
ENG	282	Violence in Am. Lit	3.0	C
RDG	187	Reading Methods	3.0	B
COMP	201	Adv Writing	3.0	B
ENGL	092	Composition	3.0	A
ENG	201	Lit (Short Story)	3.0	B
BLE	298	Language Arts/Tch	3.0	B
ENG	220	English Writing Skills	4.0	B
RDG	215	Classroom Tech in Reading	3.0	B

Total English hours =

English Practice Answers

English – 24 semester hours A valid secondary certificate (except charter schools) with a major/minimum of 24 semester hours (100 level or above) in English.

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
EN	101	Freshman English I	3.0	A
BLED	405	Reading & BL Child	3.0	A
ENG	282	Violence in Am. Lit	3.0	C
RDG	187	Reading Methods	3.0	B
COMP	201	Adv Writing	3.0	B
ENG	092	Composition	3.0	B
ENG	201	Lit (Short Story)	3.0	B
BLE	298	Language Arts/Tch	3.0	B
ENG	220	English Writing Skills	4.0	B
RDG	215	Classroom Tech in Reading	3.0	A

Total English hours = 16 WHY????

History Practice

History – 24 semester hours (100 level or above) in the specific content areas for highly qualified status, even if there is an approved area on teaching certificate.

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
HIST	101	SUR AM HIST to 1865	3.0	A
GEOG	232	Western Geography	3.0	C
HIST	300	World History	3.0	B
HI	243	US History	1.0	B
HIST	124	Arizona History	1.0	C
HIS	103	Civil War/Reconstructn	3.0	B
ECON	211	Prin of Macroeconomics	4.0	B
HIS	381	Mod Amer Age Turmoil	3.0	C
POLS	208	Law, Courts & Justice	4.0	B

Total History hours =

History Practice Answers

History – 24 semester hours (100 level or above) in the specific content areas for highly qualified status, even if there is an approved area on teaching certificate.

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
HIST	101	SUR AM HIST to 1865	3.0	A
GEOG	232	Western Geography	3.0	C
HIST	300	World History	3.0	B
HI	243	US History	1.0	B
HIST	124	Arizona History	1.0	C
HIS	103	Civil War/Reconstructn	3.0	B
ECON	211	Prin of Macroeconomics	4.0	B
HIS	381	Mod Amer Age Turmoil	3.0	C
POLS	208	Law, Courts & Justice	4.0	B

Total History hours = 14 WHY????

Middle Grades Content Areas

- ▶ Middle Grades Mathematics
- ▶ Middle Grades Language Arts/Reading
- ▶ Middle Grades Social Studies
- ▶ Middle Grades General Science

Requirements:

A valid elementary or secondary certificate (except charter schools) with a major/minimum of 24 semester hours (100 level or above) in coursework , generally, they will have the content prefix.

***Approved content areas shall be listed on teaching certificate in order to be appropriately certified.**

Middle Grades Content Area Coursework

- ❖ At the middle grade level, use the 'Middle Grades Content Area Coursework' and 'Coursework Requirements – Sciences' documents for accepted coursework provided on the ADE website listed below and are different from secondary guidelines.

<http://www.azed.gov/wp-content/uploads/PDF/AZGuidanceForTitleII-A.pdf>

- ▶ Middle Grades Language Arts/Reading

- ▶ A valid elementary or secondary certificate (except charter schools) with a major/minimum of 24 semester hours (100 level or above) in Language Arts/Reading coursework. Courses may be drawn from the following areas:

- ▶ *Composition *English *Grammar *Linguistics
- ▶ *Literature *Reading (you may include a single methods class for this content area)

- ▶ Middle Grades Social Studies

- ▶ A valid elementary or secondary certificate (except charter schools) with a major/minimum of 24 semester hours (100 level or above) in Social Studies coursework. **Required: 3 semester hours in 3 of the 4 content areas listed below:*

- ▶ *Economics *Geography *History *Political Science

Middle Grades Content Area Coursework

Middle Grades Mathematics – A valid elementary or secondary certificate (except charter schools) with a major/minimum of 24 semester hours (100 level or above) in Mathematics coursework, generally, they will have a MAT, MA or MATH prefix.

Update:

You may count up to 4 semester hours of credit with a prefix outside the content area as long as the documentation provided clearly illustrates a primary focus on the content area. (ex. Course description)

Sciences – Required coursework for areas below are listed in a separate document on the link listed below.

<http://www.azed.gov/wp-content/uploads/PDF/AZGuidanceForTitleII-A.pdf>

*General Science *Physical Science *Earth/Space Science

*Integrated Science, Forensic Science and Environmental Science must be highly qualified in General Science content area.

Science – content areas

General Science – A valid secondary teaching certificate and 12 semester hours of coursework in Life Sciences and 12 semester hours of coursework in Physical/Earth/Space Sciences (100 level or above). Coursework may be accepted from the following categories listed below:

Life Sciences (12 semester hours)

Agriculture
Anatomy
Biology
Botany
Ecology
Environmental Science
Microbiology
Physiology
Zoology
Kinesiology

Physical/Earth/Space Sciences (12 semester hours)

Astronomy
Chemistry
Earth Science
Geology
Physical Geography
Physics
Oceanography
Biochemistry
Physical Science

****Integrated Science, Forensic Science and Environmental Science must be highly qualified in General Science content area.**

Science - content areas

Physical Science– A valid secondary teaching certificate with twenty-four (24) semester hours (100 level or above) in science to include credits from the following:

***Biochemistry**

***Chemistry**

***Physical Science**

***Physics**

Earth/Space Science– A valid secondary teaching certificate with twenty-four (24) semester hours (100 level or above) in science to include credits from the following:

**Please Note: The AEPA for Earth Science became available July 2011.*

Agriculture (must be dealing with soils and NOT livestock or plants)

Astronomy

Earth Science

Environmental (must be dealing with soils or the Earth and NOT life)

Forestry (must be dealing with soils or the Earth and NOT life)

Geology

Meteorology

Physical Geography

Oceanography

Ecology (must be dealing with soils or the Earth and NOT life)

Language Arts/Reading review

MG Language Arts/Reading – 24 semester hours

*Composition

*English

*Grammar

*Linguistics

*Literature

*Reading (you may include a single methods class for this content area)

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
ENG	101	Freshman English I	3.0	A
RDG	329	Reading Methods	3.0	B
ENG	436	Adv Composition	4.0	A
ENG	397	Grammar	3.0	C
BLE	298	Reading & BL Child	3.0	A
RDG	227	Emergent Literacy	3.0	B
ENG	311	Linguistics	4.0	B
ENG	111	English Comp & Research	3.0	B
LIT	091	American Literature	3.0	B

Total Language Arts/Reading Hrs =

Language Arts Reading answers

MG Language Arts/Reading – 24 semester hours

*Composition

*English

*Grammar

*Linguistics

*Literature

*Reading (you may include a single methods class for this content area)

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
ENG	101	Freshman English I	3.0	A
RDG	329	Reading Methods	3.0	B
ENG	436	Adv Composition	4.0	A
ENG	397	Grammar	3.0	C
BLE	298	Reading & BL Child	3.0	A
RDG	227	Emergent Literacy	3.0	B
ENG	311	Linguistics	4.0	B
ENG	111	English Comp & Research	3.0	B
LIT	091	American Literature	3.0	B

Total Language Arts/Reading Hrs = 23 WHY???

*Only 100 level or above coursework can be counted–LIT is level 091 and no BLE coursework can be counted.

Social studies practice

Social Studies – 24 semester hours

*Geography

* History

* Economics

* Political Science/Government

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
HIST	101	SUR AM HIST to 1865	3.0	A
GEOG	232S	Western Geography	3.0	C
GEOG	300	World Regional Geography	3.0	B
HIST	243	US History	3.0	B
HIST	524	HIST West and WY	3.0	C
HIST	103	Civil War/Recnstructn	3.0	B
ECON	211	Prin of Macroeconomics	4.0	B
HIST	381	Mod Amer Age Turmoil	3.0	C

Total Social Studies semester hours =

Social Studies practice answers

Social Studies – 24 semester hours

*Geography

* History

* Economics

*Political Science/Government

<u>Area</u>	<u>Course #</u>	<u>Title</u>	<u>Credit</u>	<u>Grade</u>
HIST	101	SUR AM HIST to 1865	3.0	A
GEOG	232	Western Geography	3.0	C
GEOG	300	World Regional Geography	3.0	B
HIST	243	US History	3.0	B
HIST	524	HIST West and WY	3.0	C
HIST	103	Civil War/Reconstructn	3.0	B
ECON	211	Prin of Macroeconomics	4.0	B
HIST	381	Mod Amer Age Turmoil	3.0	C

Total Social Studies semester hours = 25 WHY???

Only requires 3 semester hours in 3 of the 4 content areas, so a political science/government class was not required.

Quiz

What is the level of coursework that is accepted for 24 semester hours of content coursework?

Can an approved area listed on a teaching certificate be accepted for highly qualified status?

Are the transcript review guidelines for high school content and middle grades content the same?

Can BLE, BME, ESL or SEI coursework or endorsements be counted towards meeting the highly qualified for English or Spanish?

Quiz

What is the level of coursework that is accepted for 24 semester hours of content coursework?

Only 100 level or above coursework is accepted for 24 semester hours of content coursework.

Can an approved area listed on a teaching certificate be accepted for highly qualified status?

Always review transcripts for 24 semester hours (100 level or above) in the specific content areas for highly qualified status, even if there is an approved area on teaching certificate.

Are the transcript review guidelines for high school content and middle grades content the same?

**No, the guidelines are not the same, so please use Title II Highly Qualified Transcript Review guidelines listed on this tutorial or guidance document link.
<http://www.azed.gov/wp-content/uploads/PDF/AZGuidanceForTitleII-A.pdf>**

Can BLE, BME, ESL or SEI coursework or endorsements be counted towards meeting the highly qualified for English or Spanish?

BME/ESL/BLE/SEI /BLED coursework or endorsements– Cannot be counted for English or Spanish highly qualified status.

Highly Qualified Q & A

How is a teacher's highly qualified status determined?

Whose responsibility is it to review transcripts to determine highly qualified status?

Can the teacher's highly qualified status be added to the teaching certificate?

Whose responsibility is it to verify the highly qualified status of teachers?

Highly Qualified Q & A

How is a teacher's highly qualified status determined?

The Teacher Attestation Form may be used as a guideline by the LEA to determine a teacher's highly qualified status by selecting one of the appropriate options listed.

Whose responsibility is it to review transcripts to determine highly qualified status?

It is the LEA's responsibility to review transcripts for new hires or transfers.

Can the teacher's highly qualified status be added to the teaching certificate?

No, only certification information is listed on the teaching certificate.

Whose responsibility is it to verify the highly qualified status of teachers?

It is the principal's responsibility to verify a teacher's highly qualified status by reviewing highly qualified documentation.

<http://www.azed.gov/highly-qualified-professionals/highly-qualified-teachers-and-paraprofessionals/information-for-teachers/>

Arizona Educator Exams (AEPA/NES) Update

- Arizona adopted several NES (National Evaluation Series) subject knowledge exams replacing comparable AEPA (Arizona Educator Proficiency Assessments) exams. ALL NES exams are delivered via CBT (Computer-based testing).
- All remaining AEPA exams, not being replaced by a comparable NES exam, are transitioning to Computer Based Test by September 2013.
- Arizona adopted the NES elementary and secondary professional knowledge exams replacing the comparable AEPA exams.
- The principal AEPA is in the process of revision. It will remain paper-based for the May and July 2013 testing dates and will transition to Computer Based Test in the Sept. 2013 along with the language exams.
- Both the NES and AEPA exams are developed and administered by Pearson and aligned to the Common Core, InTASC and ISLLC Standards.
- Previously passed AEPA exams remain valid.
- It is important to always keep a copy of the passing score report in the teachers' files.

Benefits to Examinees

- ▶ **Exam Fees:** Exams that have transitioned to NES cost \$95 compared to the former fee of \$115 for comparable paper based exams
- ▶ **Accessibility:** Computer-based testing centers allow examinees year-round testing at 14 centers in Arizona (more forthcoming), 7 centers in bordering states, over 200 centers nationwide, and selected sites worldwide
- ▶ **Availability:** Testing centers are open 5 to 6 days per week (depending on the site)
- ▶ **Preliminary Results:** Candidates will know immediately whether or not they passed exams without a constructed (written) response component. All NES tests require a passing score of 220. Official results are available within 2–6 weeks.
- ▶ **Practice Materials (fee based):**
- ▶ **Full-length Online Practice Exams include:** comprehensive feedback on performance, interactive diagnostic reporting, and sample test questions with explanations
- ▶ **Comprehensive Study Guides include:** a diagnostic test pinpointing areas to focus your study, sample test questions with explanations for each correct answer, in-depth coverage of each test competency, review questions at the end of each chapter, and a guide to additional resources.

School Fast Facts

- ▶ This document can be used to collect data for your school comprehensive needs assessment.
- ▶ You can also change some of the data listed to customize it for your school.
- ▶ Your district has you complete the SAI Survey (Leadership Standard).
- ▶ AIMS Data can be obtained from the ADE Website.

Certification Credentials Report

- ▶ In the Highly Qualified Teacher Application in the common logon under the 'Reports' tab.
- ▶ New report to assist LEA staff and principals in organizing teaching staff by various categories:
 - *Name
 - *Approved areas
 - *Endorsements
 - *Arizona Educator Exams
- ▶ Enables administration to 'build capacity' for the next school year.

Hire or Not to Hire That is the question??

- ▶ This activity will give you the opportunity to practice the knowledge you have gained from this training to determine which teachers are **appropriately certified** **and** **highly qualified** for a specific teaching position.
- ▶ You have 10 minutes for this activity!



Contact Information

Note that this tutorial is a basic review of content area transcripts.

We understand that you may come across unique situations in reviewing transcripts. Please feel free to call if you have specific questions regarding the review of teacher transcripts.

Effective Teachers & Leaders Unit

602-364-1842

Questions??

CONGRATULATIONS!



You have successfully
completed the tutorial on
“Transcript Review”
guidelines.

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